



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
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Carl L. Gromek, Chief of Staff  
State Court Administrator

### MEMORANDUM

DATE: December 16, 2005

TO: All Circuit and District Court Judges  
cc: Circuit Court Administrators  
District Court Administrators/Clerks  
System Providers  
SCAO Trial Court Services  
SCAO Regional Offices

FROM: Carl L. Gromek

RE: Modifications to Reporting the New Delay in Criminal Proceedings Report

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As you know, the State Court Administrative Office (SCAO) was to start collecting the Delay in Criminal Proceedings Report at the beginning of next year. Since my memorandum to you of [November 3, 2005](#), some trial courts have expressed concern that their case management systems cannot meet all the reporting requirements. In addition, my staff contacted many system providers about whether, and how completely, their case management systems can generate the Delay in Criminal Proceedings Report.

Based on this feedback, I am revising the reporting requirements for 2006. The revised requirements, which are described in this memorandum, are more realistic in light of the current capacities of the case management systems. The reporting requirements that go into effect in 2007 have not changed, however.

Most case management systems in Michigan can provide the number of cases disposed, and the number of cases pending by case age categories for each judge on both a monthly and quarterly basis. SCAO will collect some of this information on a quarterly basis in 2006 as a substitute for the Delay in Criminal Proceedings Report, as described below.

Obviously, we in the judicial branch are accountable to the public for the effective administration of justice. To that end, I encourage every judge to review monthly the case age at disposition

and pending case age reports for all case types. This information is invaluable in helping each court evaluate and improve its caseload management plan.

Following is information to assist you:

### **Caseload Management Resources**

SCAO will help courts implement effective caseload management plans and assess the effectiveness of those plans. Sample scheduling forms, case progress reports, performance indicator reports, and instructions on calculating clearance rates are available at <http://courts.michigan.gov/scao/resources/other/caseload.htm>. This website also provides links to caseload management training webcasts and a caseload management guide.

### **Revised Reporting Requirements for 2006**

In 2006, every circuit and district court must submit by judge or attorney-magistrate, by criminal case type, and by case age category, the number of cases disposed during the quarter and pending at the end of the quarter. Only two case age categories are required, as shown in the following tables. This particular format is not required.

### **2006 Quarterly Circuit Court Report**

Quarter of 2006				
Circuit Court				
Judge				
Case Type	AX	FC	FH	FJ
Disposed with a case age from 155 to 301 days				
Disposed with a case age over 301 days				
Pending with a case age from 155 to 301 days				
Pending with a case age over 301 days				

**2006 Quarterly District Court Report**

Quarter of 2006						
District Court						
Judge or Attorney-Magistrate						
Case Type	OM	SM	OD	SD	OT	ST
Disposed with a case age from 92 to 126 days						
Disposed with a case age over 126 days						
Pending with a case age from 92 to 126 days						
Pending with a case age over 126 days						

The reports must be prepared quarterly and submitted to the Regional Administrator. The first quarterly report is due April 7, 2006, the second July 7, 2006, the third October 7, 2006, and the fourth January 7, 2007.

Upon request by the Regional Administrator, the court must also provide case specific information, such as case number, case age, and reasons for delay. This may be requested for a particular judge or attorney-magistrate, a particular case type, and/or a particular case age category.

If you have any questions about the reporting requirements for the Delay in Criminal Proceedings Report in 2006 or beginning in 2007, please contact your Regional Administrator. If you have questions about caseload management resources, please contact Dawn Childress at (517) 373-3756 or [childressd@courts.mi.gov](mailto:childressd@courts.mi.gov).

LH/fg